

## Transfer Procedure.

After reviewing the transfer procedure and having received a working document from the FA, the procedure for all transfers for the 2020/21 season will be as follows

### Step 1 – The 7 Day Approach.

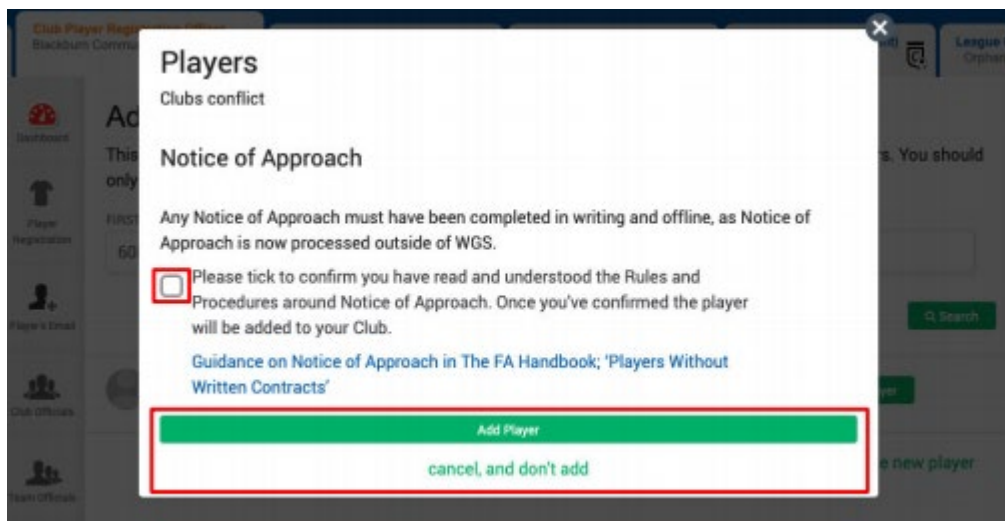
Before any transfer can begin a 7-day approach must be made to the club the player is registered to if both teams play on the same day, i.e.: Sunday to Sunday, Saturday to Saturday.

The approach must be made secretary to secretary and must be done via recorded delivery, fax or email. The serving club MUST NOT approach the player/players parents until day 8 or if the served club waive the 7-day approach.

### Step 2 – Starting the transfer process.

On day 8 or if the served club waive the 7-day approach you can begin the transfer process on WGS as follows,

- In the player registration tab click the 'search for player' button and search for the player using first and last name or FAN and date of birth.
- Click 'add player' to initiate the notice of approach.
- You will then get a pop up informing you that the NoA should have been completed outside WGS and you must tick the box to confirm you understand and have followed the NoA/7-day approach



- Once the player is added to your club, simply select the player and click 'assign to teams'
- You should receive a warning explaining that a transfer/dual registration will be initiated if you assign the player to that team.
- If there is no warning message, no transfer will be initiated.
- Select the team you wish to add the player to and click 'Add player to selected teams.'

This process will then notify the league and mark the player as 'pending transfer decision'



# **Northumberland Football Leagues.**



## **Step 3 – Completing the transfer process.**

- Once you have completed step 2 and assigned the player to your team the league will be notified of this via WGS and the league will decide if this is a transfer or dual registration.
- If this is a transfer the league will start the transfer process which will notify both clubs the transfer has been started.
- Once this notice has been received the serving club **MUST** contact the league and pay the transfer fee before the transfer will be authorised.
- Once payment has been received the transfer will be processed by the league.
- Once the transfer has been processed the player will be added your squad list which must then be printed off and retained for inspection.

On day 8,9 and 10 the served club may object to a player transfer. Should a club object to a transfer this will be referred to the league management committee

## **Points to note.**

- Clubs may not approach the same player a second time in a playing season.
- Clubs may only approach 1 player at a club at a time.
- Clubs may not approach another player at the same club within 28 days of an earlier notice of approach.
- Once a player is registered to a team, they are registered for 1 full playing season (subject to rule 18(H)).

All queries on transfers should be directed to the league secretary Lee Scott.

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